



Cost and Software Data Reporting Training

Program Planning Module

Schedule

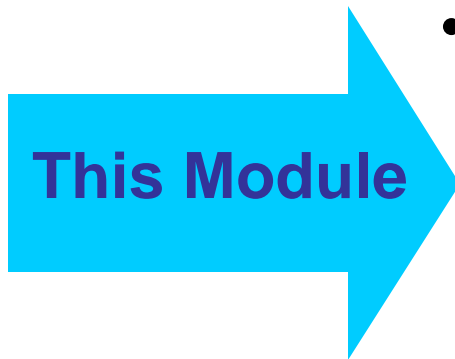
DAY 1	DAY 2	DAY 3
0800 Class Orientation	0800 Contract Planning	0900 Question /
0830 Background / Familiarization Module	0915 SRDR Planning (Part 1)	Answer Session
0945 Break	1015 Break	930 Validation (Part 1)
1000 WBS Module	1030 SRDR Planning (Part 2)	1015 Break
1130 Lunch	1130 Lunch	1030 Validation (Part 2)
1230 RAM Module	1230 Contracting	1130 Lunch
1330 Evolutionary Acquisition	1330 Cost Reporting (Part 1)	1230 SRDR Reporting
1430 Break	1500 Break	1400 Break
1445 Program Planning Module	1515 Cost Reporting (Part 2)	1415 Final Exam
		1615 Wrap-Up

Lesson Assignment Sheet

- Objectives:
 - For students to learn how to build a complete Program Plan, including all required information, based upon a product-oriented Work Breakdown Structure
- Desired Learning Outcomes:
 - Understand the purpose of Program Plans
 - Be familiar with DD Form 2794 and its data fields
 - Understand the relationship between the Program Plan WBS and MIL-HDBK-881A
 - Be able to prepare a Program Plan given a description of the program, acquisition strategy, and schedule
- Assignment:
 - EXERCISE 6-1. PROGRAM PLAN
- Reference Material:
 - CSDR Reference Book
 - MIL-HDBK-881A, Work Breakdown Structures for Defense Material Items, July 2005
 - DoD 5000.4-M-1, Cost and Software Data Reporting (CSDR) Manual, February 2004
 - CSDR Workbook
 - CSDR Plan Cheat-Sheet

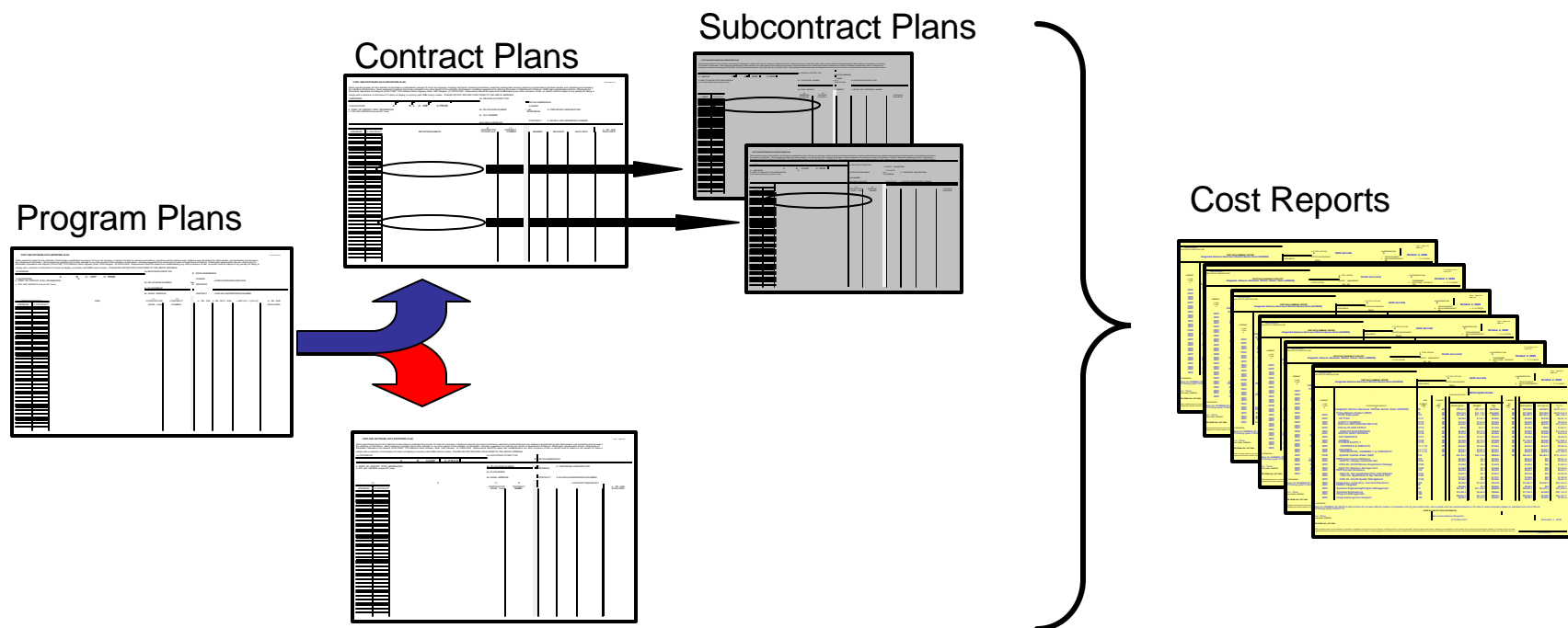
CSDR Plans - Definition/Purpose

- The Cost & Software Data Reporting (CSDR) Plan, DD Form 2794, serves as a roadmap to data collection.
- The CSDR Plan is the key document in establishing cost reporting requirements throughout each phase of the acquisition program
 - System Development & Demonstration (SDD)
 - Low-Rate Initial Production (LRIP)
 - Full-Rate Production (FRP)
- Program Plan
 - Covers the **entire program** by phase
 - Based on relatively high level WBS
 - Serves as an overarching plan encompassing all reporting contracts
 - Included in CARD
 - Government Responsibility

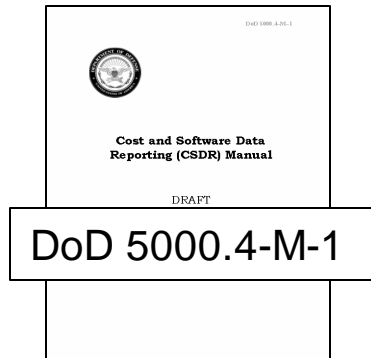


What is a Program Plan?

- It is the **foundation** for **Contract Plans** and **Contract Cost & Software Data Reporting**.
- Provides a **dynamic master summary** set of reporting elements from which detailed Contract Plans and reports are developed
- Costs and software resources **are not** reported per the Program Plan...**There are NO “Program Cost Data Reports”**



What is a Program Plan?

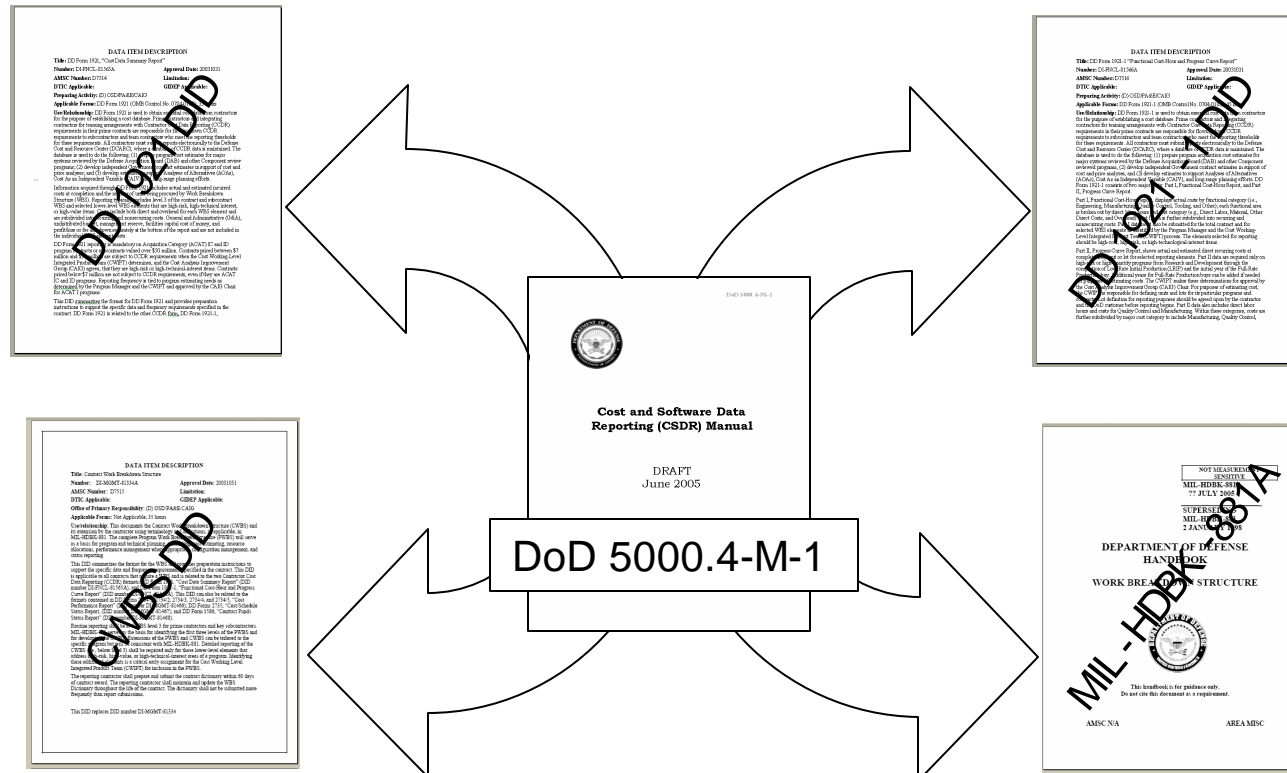


- C2.3.1.1 DD Form 2794, “Cost and Software Data Reporting Plan.”
 - *“This form, referred to as the CSDR Plan, specifies the work breakdown structure (WBS) elements, the specific report format and the reporting frequency. The CSDR Plan shall be prepared in accordance with the instructions in this chapter.”*

“Program” Definition

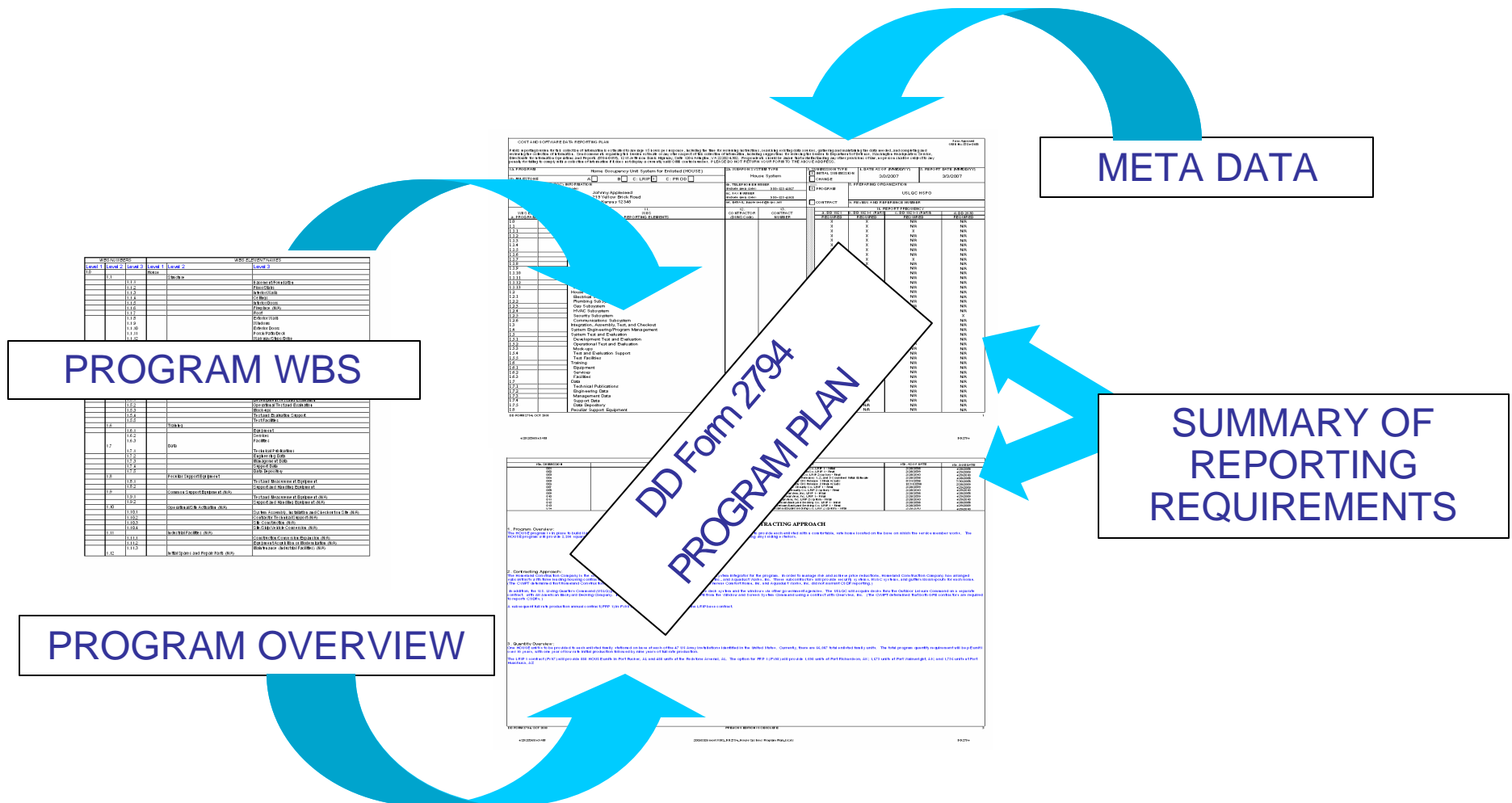
- The “Program” refers to all procurements required to deliver a system, including:
 - Prime Contracts
 - Subcontracts (all tiers)
 - Government Furnished Equipment (GFE)
 - GFE procurement is treated in a similar manner as CFE
 - GFE via separate contracts require separate reporting

DD 2794 Guidance



Note that a Data Item Description (DID) does not exist for the DD2794. Guidance for completing the DD2794 form is located within the CSDR manual (DoD 5000.4-M-1).

Program Plan Components



6/2/2006

Module 6: Program Plan

CSDR Plans

Exhibits – Front Page

[illegible]

CSDR Plans

Contents – Metadata (Items 1-9)

[illegible]

Front page

- 1a. Program MDAP Name
- 1b. Milestone
- 2a. Weapon System Type
3. Submission Type (Initial or Change)
4. Date As Of
5. Report Date
6. POC Information
7. WBS Type (Program or Contract)
8. Preparing Organization
9. Review and Reference Number

CSDR Plans

Contents – WBS

[illegible]

Front page

- The WBS is a **product-oriented** family tree composed of hardware, software, services, data and facilities
- Program Plan WBS reflects MIL-HDBK-881A
 - Standardized information offers consistency and uniformity in definition
- Additional pages used for lengthy WBS

CSDR Plans

Contents – Report Types

This section is used to summarize the reports required by reporting element

- **DD 1921:** All elements required on Cost Data Summary Report
- **DD 1921-1 (Part 1):** Elements requested by CWIPT that require hours data and split of direct/indirect
- **DD 1921-1 (Part 2):** Select hardware elements (cost drivers)
- **DD 2630:** New Software Resources Data Report (SRDR) selected for software
- Demarcation
 - “X” indicates required element
 - “N/A” indicates element not applicable
 - Blank indicates no report required for element

COST AND SOFTWARE DATA REPORTING PLAN				DD FORM 2794, 12/84 (1-89)			
<p>Public reporting burden for this collection of information is estimated to average 15 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden to Department of Defense, Washington Headquarters Service, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204 Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provisions of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.</p>							
1a. PROGRAM		2a. WEAPON SYSTEM TYPE		3. SUBMISSION TYPE a. INITIAL SUBMISSION b. CHANGE		4. DATE AS OF (MM/DD/YY)	
5. REPORT DATE (MM/DD/YY)		6. TELEPHONE NUMBER		7. FIC a. PROGRAM		8. PREPARING ORGANIZATION	
9. POINT OF CONTACT (POC) INFORMATION		6c. FAX NUMBER		6d. E-MAIL ADDRESS		9. REVIEW AND REFERENCE NUMBER	
10. MILESTONE a. POC AND ADDRESS (include ZIP Code)		11. CONTRACT		12. CONTRACTOR (DUNS Code)		13. CONTRACT NUMBER	
14. WBS ELEMENT CODE a. PROGRAM b. CONTRACT		15. WBS REPORTING ELEMENTS		16. DD 1521 REQUIRED		17. DD 1521-1 (Part 1) REQUIRED	
18. DD 1521-1 (Part 2) REQUIRED		19. DD 1521-1 (Part 2) REQUIRED		20. DD 2830 REQUIRED		21. DD 2830 REQUIRED	

Front page

Contractor Cost Data Report (CCDR) Types

1921

Cost Data Summary Report

- Displays ALL applicable WBS elements
- Recurring & Nonrecurring costs for each WBS
- Contract totals
- UB, MR, G&A, and Fee

1921-1 Part 1

Functional Cost- Hour Report

- Select WBS elements
- Recurring & Nonrecurring
- Detailed breakout of all resource data
 - Labor hours
 - Labor dollars
 - Material dollars
 - Overhead dollars
- Reporting by all Functions
 - Engineering
 - Tooling
 - Quality Control
 - Manufacturing

1921-1 Part 2

Progress Curve Report

- Select WBS elements
 - *suggest* Cost drivers
- Recurring only
- Detailed breakout of select resource data
 - Labor hours
 - Labor dollars
 - Material dollars
- Two Functions
 - Quality Control
 - Manufacturing
- Unit-by-Unit or Lot-by-lot

Software Resource Data Report (SRDR) Types

2630-1

Initial Government Report

- Select WBS elements
- Displays government's initial **estimate** of software size, effort, and schedule

2630-2

Initial Developer Report

- Select WBS elements
- Displays developer's initial **estimate** of software size, effort, and schedule

2630-3

Final Developer Report

- Select WBS elements
- Displays developer's **actual** software size, effort, and schedule

Program Plans

Exhibits – Back Page

15 CCDR SUBMISSION				
15a. SUBMISSION	15B. FORM	15C. EVENT	15D. AS OF DATE	15E. DUE DATE
<p align="center">PROGRAM OVERVIEW AND CONTRACTING APPROACH</p> <p>1. Program Overview:</p> <p>2. Contracting Approach:</p> <p>3. Quantity Overview:</p>				
<p>DD FORM 2794, Oct 2003</p> <p align="center">PREVIOUS EDITION IS OBSOLETE</p>				

CSDR Plans

Contents – Submission Frequency

15 CDDR SUBMISSION				
15a. SUBMISSION	15B. FORM	15C. EVENT	15D. AS OF DATE	15E. DUE DATE

PROGRAM OVERVIEW AND CONTRACTING APPROACH

1. Program Overview:

2. Contracting Approach:

3. Quantity Overview:

DD FORM 2794, Oct 2003

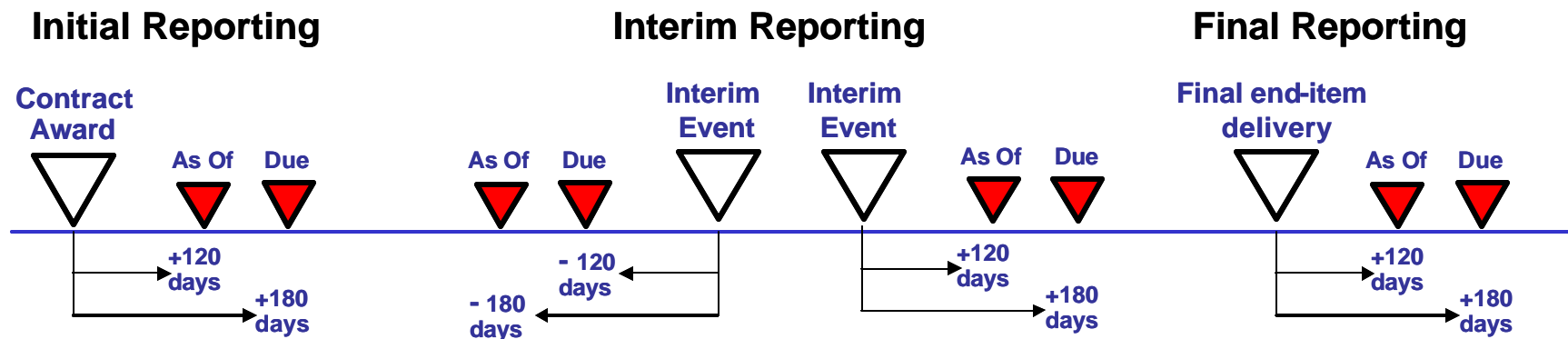
PREVIOUS EDITION IS OBSOLETE

- Program Plans list a compilation of all contract and subcontract submittals
 - Submission numbers
 - Report types
 - Events (driving need)
 - (Report data) As Of Dates
 - (Report) Due Dates
- Specific (estimated) dates identified for applicable contracts
 - cost reports
 - software reports

Notify DCARC of event date change

CSDR Plans

Contents – Submission Frequency



CSDR Plans

Contents – Submission Frequency

15 CCDR SUBMISSION				
15a. SUBMISSION	15B. FORM	15C. EVENT	15D. AS OF DATE	15e. DUE DATE
		<u>Northrop Grumman</u>		
1	1921, 1921-1	Initial Report (Ctc Award 3/1/2006)	6/29/2006	8/28/2006
2	1921, 1921-1	Preliminary Design Review (1/30/2007)	5/30/2007	7/29/2007
3	1921, 1921-1	Critical Design Review (12/30/2007)	4/28/2008	6/27/2008
4	1921, 1921-1	First Flight (1/30/2009)	5/30/2009	7/29/2009
5	1921, 1921-1	<u>Pre</u> -Milestone C Decision Report (6/10/2010)	12/12/2009	2/10/2010
6	1921, 1921-1	Final Report (Final Delivery 6/30/2011)	10/28/2011	12/27/2011
		<u>Raytheon</u>		
7	1921, 1921-1	Initial Report (Ctc Award 3/1/2006)	6/29/2006	8/28/2006
8	1921, 1921-1	Preliminary Design Review (1/30/2007)	5/30/2007	7/29/2007
9	1921, 1921-1	Critical Design Review (12/30/2007)	4/28/2008	6/27/2008
10	1921, 1921-1	First Flight (1/30/2009)	5/30/2009	7/29/2009
11	1921, 1921-1	<u>Pre</u> -Milestone C Decision Report (6/10/2010)	12/12/2009	2/10/2010
12	1921, 1921-1	Final Report (Final Delivery 6/30/2011)	10/28/2011	12/27/2011
13	2630-2	Baseline Block 1 Initial Software Estimate	4/30/2006	6/29/2006
14	2630-3	Baseline Block 1 Final Software Actuals	12/31/2008	3/1/2009

Example showing prime contractor, Northrop Grumman, and subcontractor, Raytheon

CSDR Plans

Contents – Special End Notes

15 CCDR SUBMISSION				
15a. SUBMISSION	15B. FORM	15C. EVENT	15D. AS OF DATE	15E. DUE DATE
PROGRAM OVERVIEW AND CONTRACTING APPROACH				
1. Program Overview:				
2. Contracting Approach:				
3. Quantity Overview:				

DD FORM 2724, Oct 2002 PREVIOUS EDITIONS OBSOLETE

- Program Overview
- Contracting Approach
- Quantity Overview

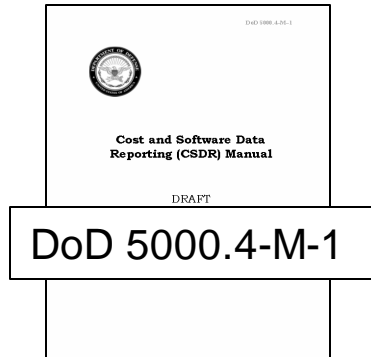
CSDR Plans

Supporting Documents

- Acquisition Strategy Document
 - Produced by PM
 - Provides description of program execution including business strategy and contracting approach
- Responsibility Assignment Matrix (RAM)
 - Produced by PM
 - Table showing contracts, subcontracts, and GFE
 - Used to help scope those contracts that may require CSDR Plans

Who is responsible?

- C2.2.3 General Organizational Responsibilities



- *“DoD Program Managers (PMs) shall prepare and obtain approval for Program and Contract Cost and Software Data Reporting Plans, shall place approved CSDR Plan requirements on contract, and shall ensure that contractors comply with the CCDC contractual provisions.”*

***CSDR Plans are the responsibility
of the Government***

Program Plans

Responsibilities By Organization

- **CAIG**

- Establish overall policy
- Approve program plans
- Authorize waivers
- Participate in the CWIPT

- **DCARC**

- Administer the CSDR system for ACAT ID and IC programs

- **Service Cost Centers**

- Participate in the CWIPT
- Review all ACAT IC and ID CSDR Plans

- **Government PM**

- Primary working level responsibility for the Program Plan

- **CWIPT**

- Identify cost analysis requirements (i.e., WBS, reports, and frequency) for programs and contracts, and advise the PM

- **Industry**

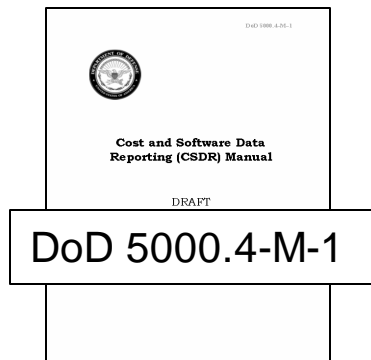
- No direct responsibility for Program Plan
 - (unless LRIP/Production and sole source)

ONLY THE CAIG CHAIRMAN HAS AUTHORITY TO APPROVE/WAIVE CSDR PLANS

Approval Process

- C2.4.4 Mandatory Policies

- “For ACAT IC and ID programs, all Program and Contract CSDR Plans must be submitted to the DCARC for CAIG Chair approval. Program plans must be approved **before** issuing a solicitation to industry.”



- C2.6.1.1 CAIG Responsibilities

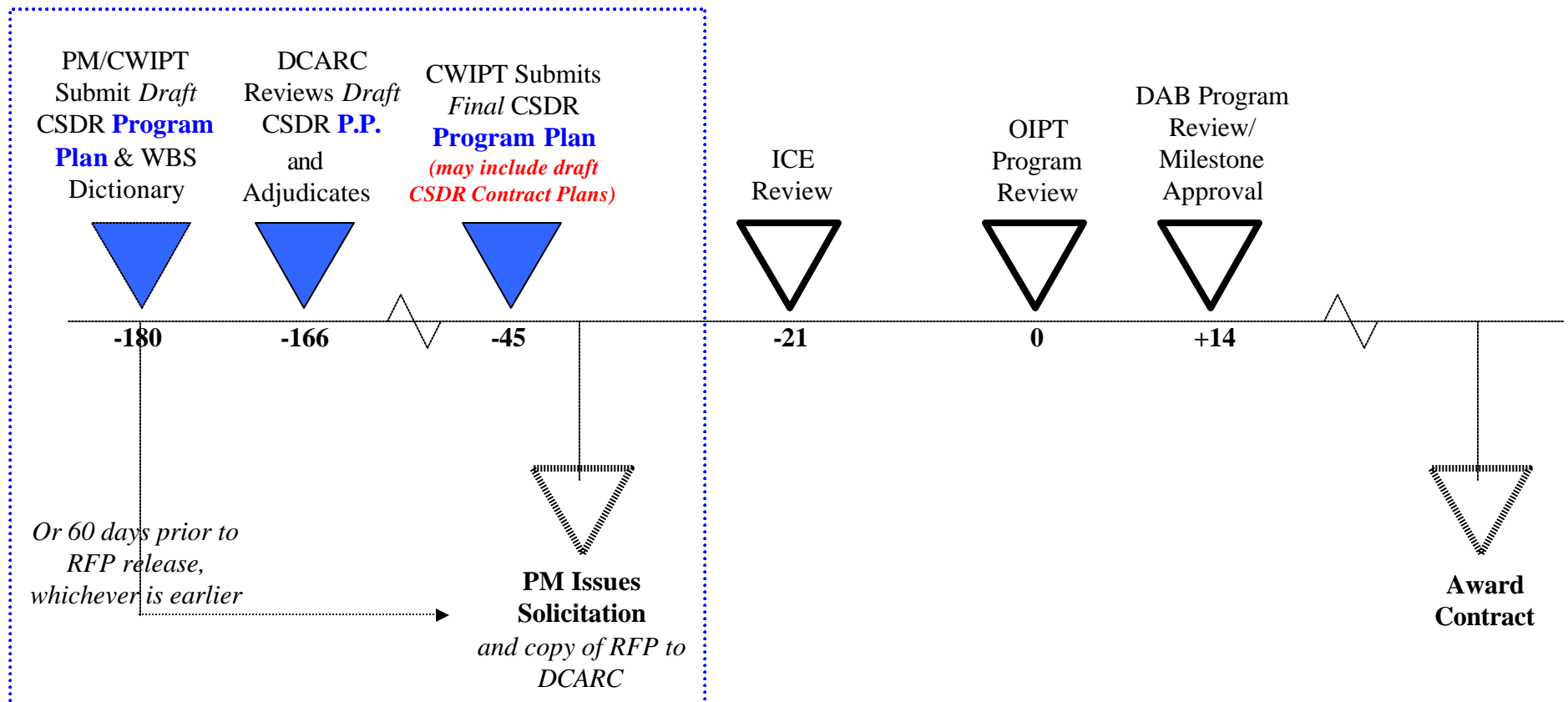
- “The CAIG Chair must approve all ACAT I Program and Contract CSDR Plans and any subsequent changes **before** issuing a solicitation to industry and awarding the contract, respectively.”

- C2.6.3.1 DoD PM Responsibilities

- “The DoD PM, in coordination with the CWIPT, shall begin planning for CCDR reporting between 8 and 12 months **before** the Overarching Integrated Product Team (OIPT) Milestone B review.”

Program Plans Preparation Timeline

- 8 -12 months before OIPT/Milestone/Contract Award, PM convenes CWIPT
 - create Program Plan WBS, determine report types & submission dates (event driven)



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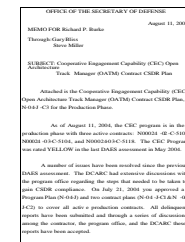
+ Program WBS Dictionary

+ RAM

[illegible]

= CSDR PROGRAM PLANNING PACKAGE

DCARC forwards the package with Transmittal Letter to OSD CAIG Chairman



Revisions to CSDR Plans

- The CSDR Program Plan is a “living document” and should be updated as required
 - For example, development design matures and WBS changes
 - Program restructure
 - Changes typically required
- CSDR Plan Updates proceed via the same manner as Plan Development
 - PM has primary responsibility
 - CWIPT provides support
 - DCARC conducts review
 - CAIG Chairman gives approval

Practical Exercises

45 Minutes

- *Using the materials provided, complete the Program Plan exercise.*

Questions / Discussion / Review

- **At this point, you should:**
 - *Understand the purpose of Program Plans*
 - *Be familiar with DD Form 2794 and its data fields*
 - *Understand the relationship between the Program Plan WBS and MIL-HDBK-881A*
 - *Be able to prepare a Program Plan given a description of the program, acquisition strategy, and schedule*

For more information...

- **Read:**

- CSDR Reference Book

- MIL-HDBK-881A, Work Breakdown Structures for Defense Material Items, July 2005
 - DoD 5000.4-M-1, Cost and Software Data Reporting (CSDR) Manual, February 2004
 - *Chapter 2: Contractor Cost Data Reporting Requirements*
 - *Chapter 3: DoD Planning and Contracting*

- CSDR Workbook

- CSDR Plan Cheat-Sheet